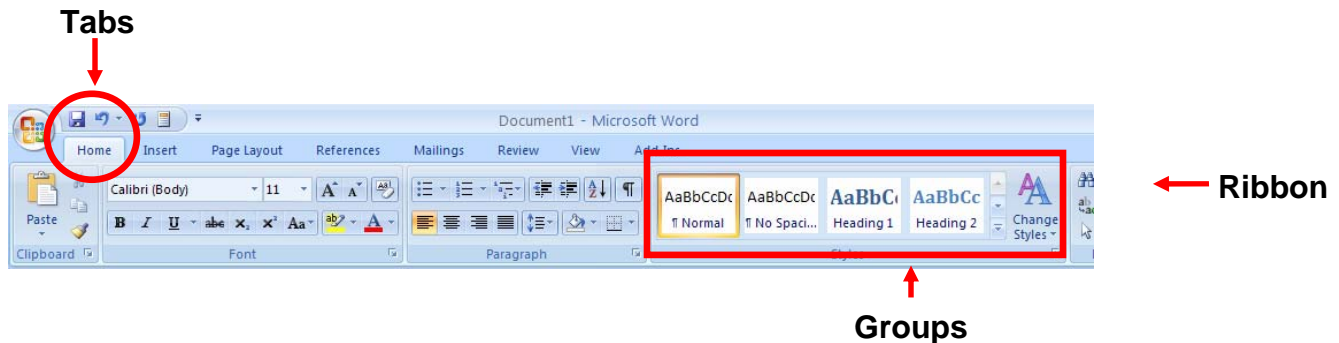


# Top 10 Changes in Word 2007

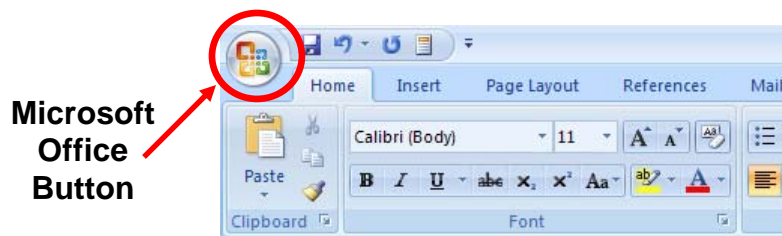
## 1. The Ribbon

The menus and toolbars from Word 2003 have been replaced with the **Ribbon** in 2007. The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical **Groups**, which are collected together under **Tabs**. Each Tab relates to a type of activity, such as writing or laying out a page.



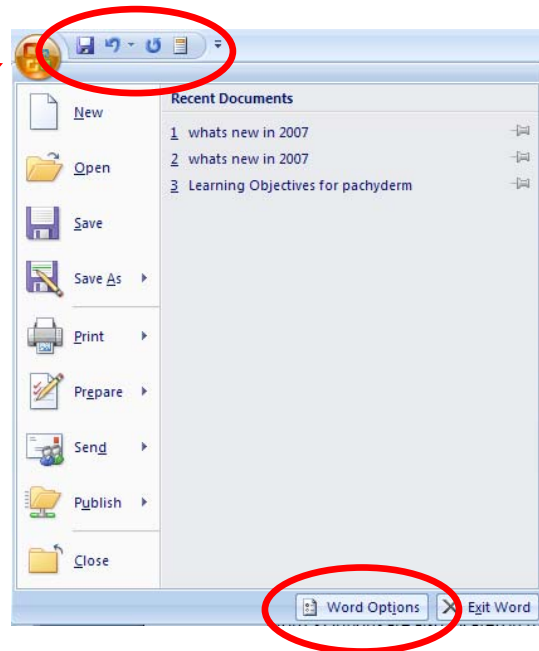
## 2. Microsoft Office Button

The File menu from Word 2003 has been replaced with the **Microsoft Office Button**. When you click on the Microsoft Office Button you see the same basic commands that were found under the File menu in previous versions of Word such as Open, Save and Print. However, in 2007, more commands are now available, such as Prepare and Publish.



Word's **Options** are also located in the Microsoft Office Button. This command was under Tools and Options in previous versions.

**Quick  
Access  
Toolbar**

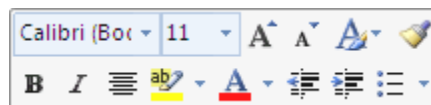


### 3. Quick Access Toolbar

A customizable toolbar now contains the **Save** and **Undo** commands. This toolbar is used for easy access to frequently used commands and can be customized. To customize this toolbar, click on the **dropdown arrow** and select the commands you want to add.

### 4. The Mini Toolbar

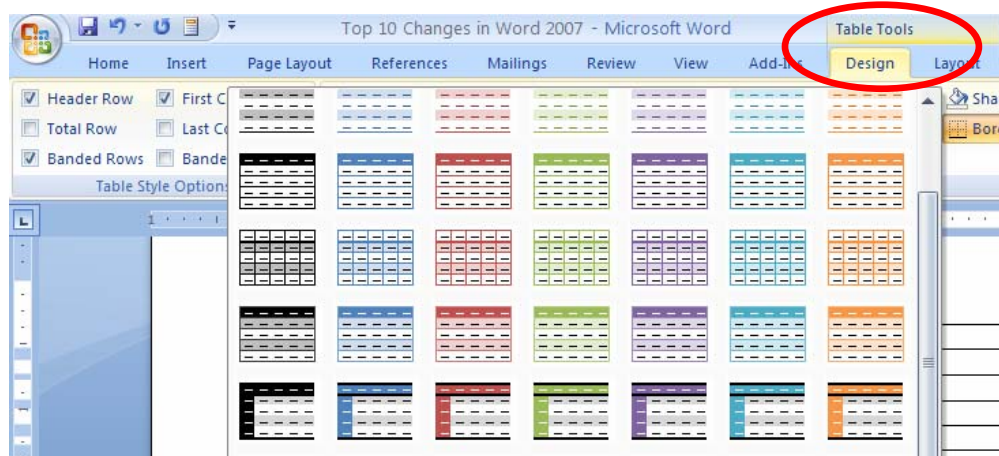
The **Mini Toolbar** appears automatically when you select text and when you right-click text.



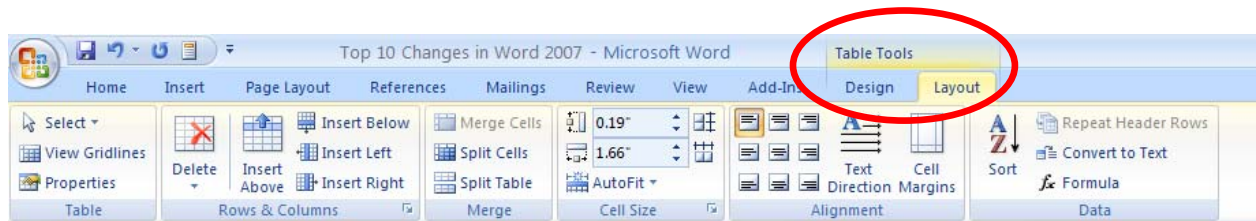
- Select the text that you want to format.
- Move your pointer to the **Mini Toolbar**, and click on the formatting choice.

## 5. Tables

The Table menu from Word 2003 has been replaced with the **Table Tools Tab**. This is a Contextual Command Tab which means it will only appear when the table is selected. When a table is selected there are 2 tabs under Table Tools that contain the same table commands from previous versions. The **Design Tab** is similar to Table Autoformat from previous versions but now offers a larger selection of designs.



The **Layout Tab** contains the familiar table commands from previous versions.



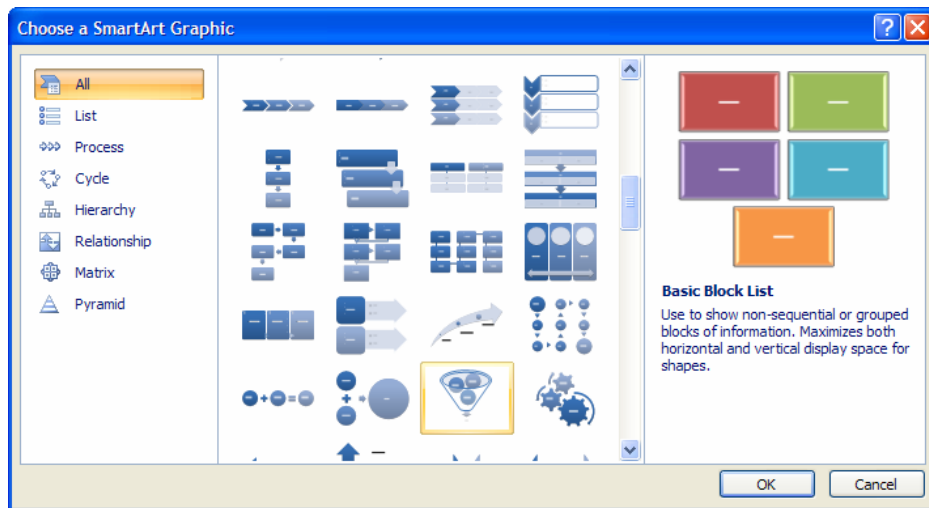
## 6. Live Preview

**Live Preview** allows you to preview a formatting change before actually making the selection.

- Select the text to be formatted
- Click the **Home** tab on the Ribbon
- Click the **drop-down arrow** for a formatting option in the **Font** group and watch the change as you move your mouse over the available options.

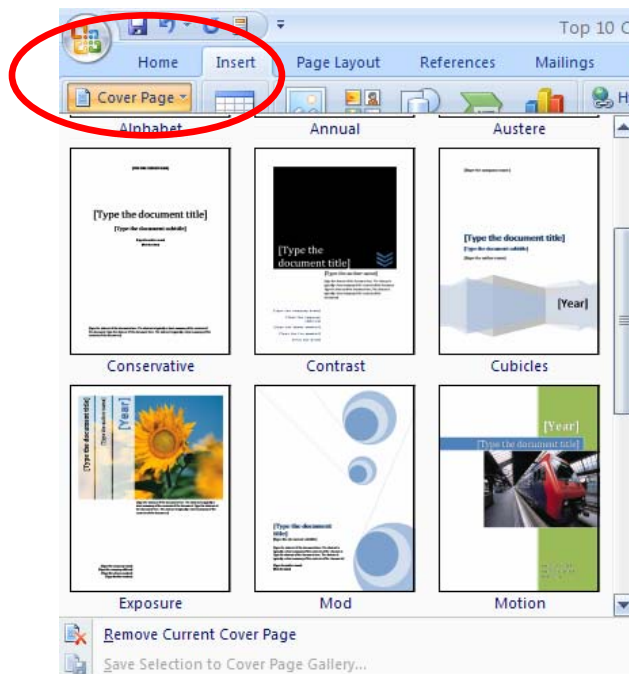
## 7. SmartArt

**SmartArt Graphics** allow you to create designer-quality illustrations with only a few clicks of your mouse. In previous versions of Word your selection of Diagrams were limited. Word 2007 offers a large variety of different layouts to help add a designer-quality look to your document. To access the SmartArt Graphics, click the **Insert** tab and click on **SmartArt** within the **Illustrations Group**.



## 8. Cover Page

With Word 2007, you can now add professional looking report title pages to your document. Click the **Insert** tab to display the Insert Ribbon and then click the **Cover Page** within the **Pages Group**.



## 9. Picture Styles

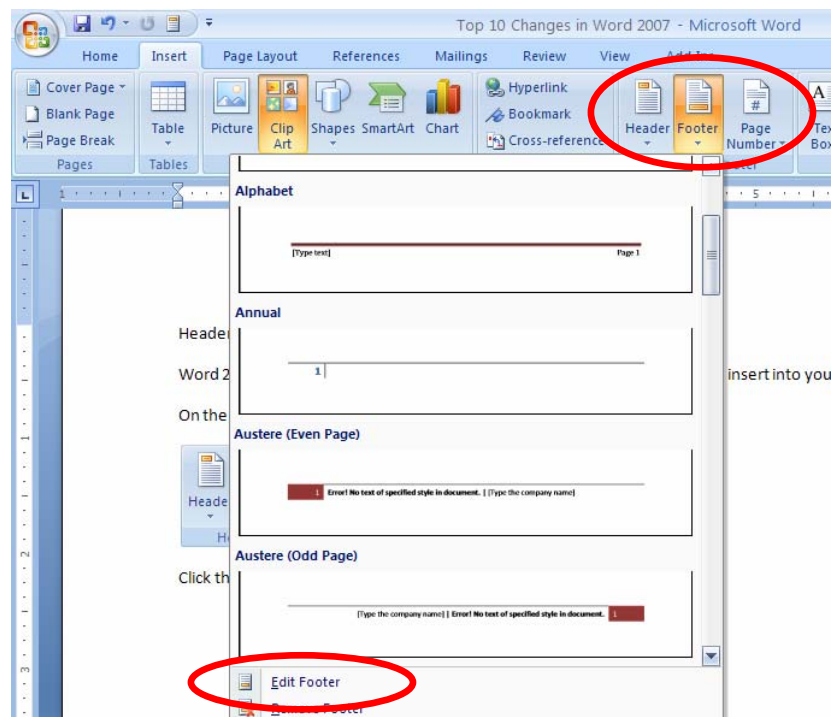
There are now styles available to help you format a picture. When the picture is selected the **Picture Tools Tab** appears showing the same commands that were available in the Picture toolbar in previous versions. However, Word 2007 now provides a large selection of styles to help enhance your picture.



## 10. Headers and Footers

Word 2007 now includes many predesigned **headers and footers** that you can insert into your document.

- On the **Insert** tab, in the **Header and Footer** group, click on **Header** or **Footer**
- Select a style from the list



- To modify the header or footer click **Edit Footer** or **Edit Header**

When the header or footer is selected the **Header and Footer Tools** tab appears with the **Design Tab** including all of the header/footers commands from previous versions.

## Finding Things

Many things have moved in Office 2007, so you will need to figure out where all your favorite commands have gone. However, if you've learned all those shortcuts over the years you will be happy to know that most of them will still work.

### To Find where Microsoft Hid the Old 2003 Commands:

- Press **F1** for Help
- Type **2003 commands**
- Click on **Interactive: Word 2003 to Word 2007 command reference guide**
- Click on **Start the Guide**

